



Empire Grain Stevedoring Ltd. Prince Rupert Operations

Harassment Policy

HARASSMENT POLICY

It is the policy of Empire Grain Stevedoring Ltd. that every employee is entitled to be treated with dignity, free from harassment based on race, sex, national or ethnic origin, colour, religion, age, marital status, sexual orientation, disability, pardoned conviction or any other ground set out in the Canadian Human Rights Act.

DEFINITION

For the purpose of this policy, harassment is conduct that is related to employment at Empire Grain Stevedoring Ltd. that occurs at or away from the workplace that is:

- Based or focused upon race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or a conviction for which a pardon has been granted;
- Is unwelcome or is of such a nature that it would be reasonable to assume that it is unwelcome; and
- Detrimentally affects the work environment or leads to adverse job related consequences.

Without limiting the generality of the above definition, harassment includes but is not limited to:

- Verbal abuse or threats;
- Jokes, innuendo, or leering;
- Unnecessary physical contact such as patting or pinching;
- Displaying of pornographic, racist or other derogatory materials.

WHAT TO DO IF HARASSMENT OCCURS?

Unless you can safely tell the person engaged in the harassing behavior to stop then any employee who believes they are subject to harassment or who witnesses harassment

should remove themselves from the vicinity of the person engaged in the violence and immediately report the conduct to the on-duty Empire Foreman.

You may also report the incident to a representative of Empire Grain Stevedoring Ltd. Health and Safety committee.

REPORTING:

Unless you can safely tell the person engaged in the conduct to stop then any employee who believes they are subject to workplace harassment or who witnesses workplace harassment should remove themselves from the vicinity of the person engaged in the harassment and immediately report the conduct to the on-duty Empire Foreman.

You may also report the incident to a representative of the Empire Grain Stevedoring Ltd. Health and Safety Committee.

To ensure a fair process for all persons involved, all complaints will be investigated and treated in strict confidence with disclosure of the complaint and circumstances related to the complaint only for investigative purposes or taking disciplinary and remedial measures relative to the complaint. A decision or recommendation will be made and both parties will be advised accordingly.